

CSC Adopted: October 2001, CSC Revised: _____**Class Title: Meter Monitor****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Enforces city parking and vehicle registration regulations. Issues citations and facilitates the towing of vehicles. Testifies in court regarding traffic violations.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Enforces city code by patrolling streets and parking areas in a three wheel vehicle or on foot, checking for expired meters and illegally parked vehicles, issuing citations, and providing information to the public.
2	L	Facilitates the towing of vehicles by contacting the parking ticket office, verifying that the vehicle has three or more outstanding tickets, and remaining with the vehicle until it is towed.
3	S	Provides court testimony by presenting information about the traffic violation, and answering questions.

CSC Adopted: October 2001, CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.
Experience	Six months
Certifications and Other Requirements	Valid Motorcycle Driver's License
Reading	Work requires the ability to read legislation, tickets, and reports.
Math	N/A
Writing	Work requires the ability to write tickets and reports.
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	Job has no responsibility for the direction or supervision of others.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Provides information to the general public as needed.

CSC Adopted: **October 2001**, CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	C	During patrol, writing citations
Sitting	R	Downloading handheld ticket writer
Walking	C	During patrol
Lifting	F	Handheld ticket writer
Carrying	F	Office supplies, handheld ticket writer
Pushing/Pulling	R	Three wheel vehicle
Reaching	F	Placing ticket under windshield wiper
Handling	F	Tickets, handheld ticket writer
Fine Dexterity	F	Computer keypad, writing
Kneeling	R	Checking license plate numbers
Crouching	R	Checking license plate numbers
Crawling	N	
Bending	R	Checking license plate numbers
Twisting	R	Checking license plate numbers
Climbing	N	
Balancing	N	
Vision	C	During patrol, driving, using handheld ticket writer
Hearing	C	Staff, supervisor, general public
Talking	F	Staff, supervisor, general public
Foot Controls	F	Driving
Other (specify)	N	

CSC Adopted: October 2001, CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Handheld ticket writer, three wheel vehicle

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	D
Chemical Hazards	N	Extreme Temperatures	S
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	S
Communicable Diseases	N	Darkness or Poor Lighting	S
Physical Danger or Abuse	D		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	--
Warehouse	--
Shop	--
Vehicle	--
Outdoors	X
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	N
Emergency Situations	N
Frequent Change of Tasks	N
Irregular Work Schedule/Overtime	N
Performing Multiple Tasks Simultaneously	N
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	N
Noisy/Distracting Environment	O
Other (see 3 below)	N

(3)